

How to: Apply for Certification

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Introduction

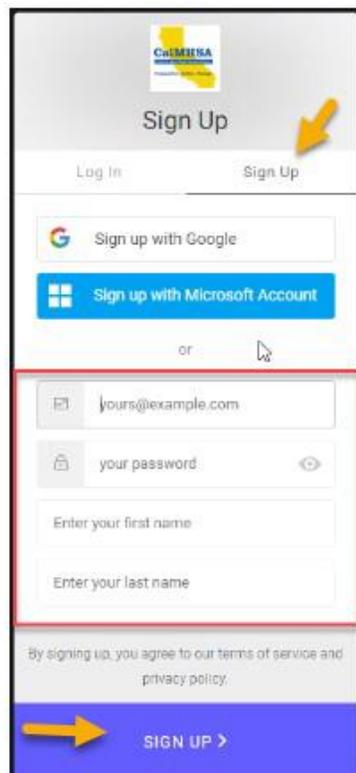
The Medi-Cal Peer Support Specialist application is available here on our website. Please review the [Initial Certification Requirements page](#) to ensure you understand the requirements, the time commitment, and have everything you need to start the application process. **Please note that the application cannot be saved and must be completed all at once.**

Create An Account

1. Locate Our Website www.capeercertification.org. Scroll up on this webpage and select the “Register/Login” button and a dialog box will appear.



2. Click on “Sign Up” and either sign in with your Google or Microsoft account or create a new login with your email, password, first and last name. Select the purple “SIGN UP” button to continue,

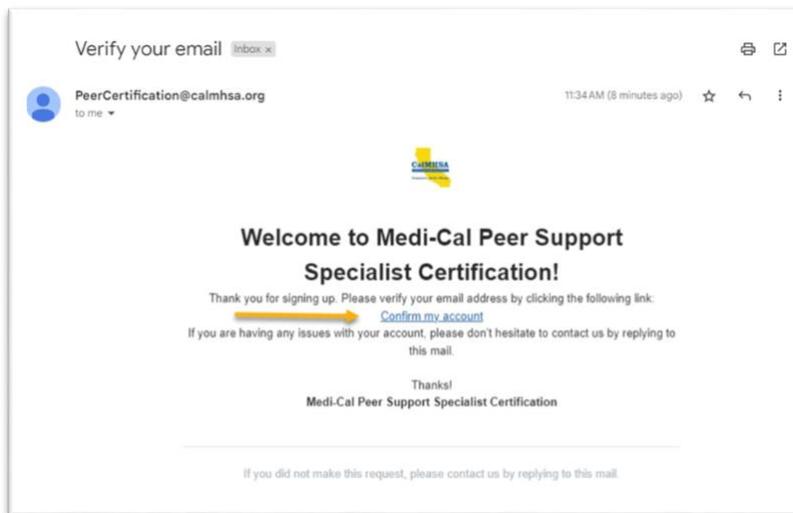


Note: If you click “Sign up with Google” or “Sign Up with Microsoft Account”, you will not be able to reset your password through our website.

If you create an account in this manner, please ensure that you always select that option to login.

3. After you sign up, check your email inbox for a verification message.

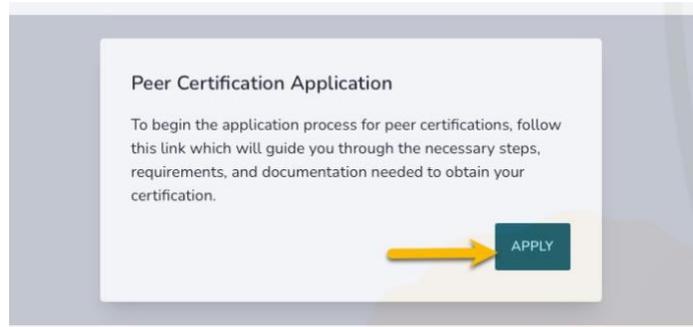
Note: for Google or Microsoft integrated login, you will not receive a verification email.



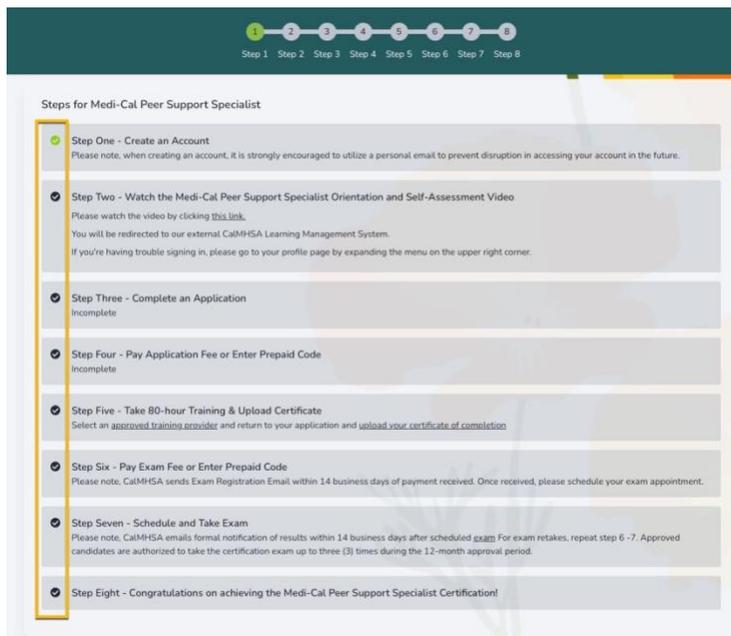
4. Click the link in the email message to verify your email. Selecting the link will take you back to the CalMHSA dashboard.

Watch the Orientation Video

5. Select **“APPLY”** on the Peer Certification Application box.



6. View the Application Dashboard page. It will display all the tasks that will be necessary to complete your certification. Step One displays a green checkmark to indicate it is complete. Step Two requires you to watch a mandatory 30-minute video.



7. Select the link under Step Two to watch the orientation video. You will be directed to Moodle, CalMHSA's Learning Management System (LMS).

✔ Step One - Create an Account
Please note, when creating an account, it is strongly encouraged to utilize a personal email to prevent disruption in access.

✔ Step Two - Watch the Medi-Cal Peer Support Specialist Orientation and Self-Assessment Video
Please watch the video by clicking [this link](#).
You will be redirected to our external CalMHSA Learning Management System.
If you're having trouble signing in, please go to your profile page by expanding the menu on the upper right corner.

✔ Step Three - Complete an Application
Incomplete

8. Fill out the LMS required fields and select “Update Profile” if you do not already have an account.

Preferences / Edit profile

PT Peer Team Message

Peer Team Expand all

General

First name *

Last name *

Email address *

Email visibility Visible to course participants

MoodMeter profile ID

City/town

Select a country

Timezone Server timezone (America/Los_Angeles)

Description

County of Employment *

Role *

Employment *

Professional License Number

Update profile Cancel

* Required

9. Once your profile has been created, select “Courses” then “All Courses”. From there, select the arrow for “Peer Certification Program”.

a. Select the course title, *Medi-Cal Peer Support Specialist Orientation and Self-Assessment* course.

CalMHSA Dashboard My Courses

All courses

Course search

FAQ

Search courses

Peer Certification Program

Ethics and Boundaries for Medi-Cal Peer Support Specialists - CE's

Supervision of Peer Workers Training

Medi-Cal Peer Support Specialist Orientation and Self-Assessment

DIR

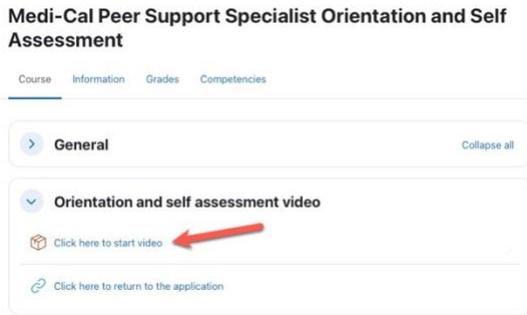
Payment Reform

Provider Support

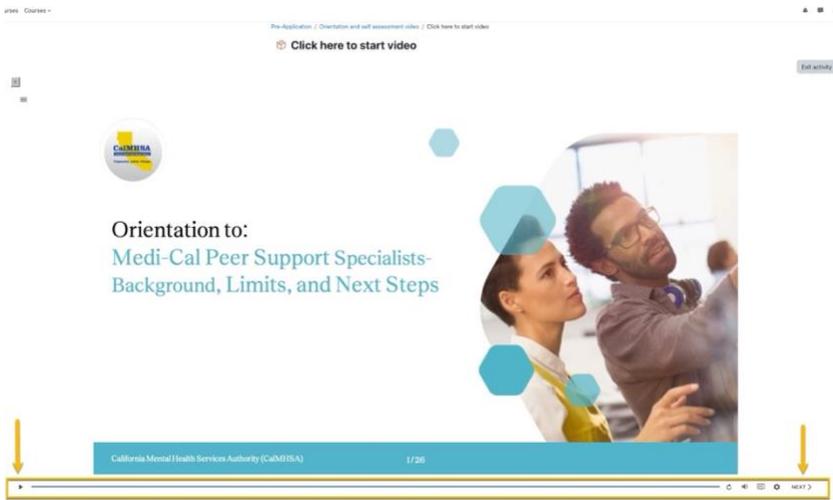
Clinical Practice (includes updated CalAIM trainings)

Policy Playbooks

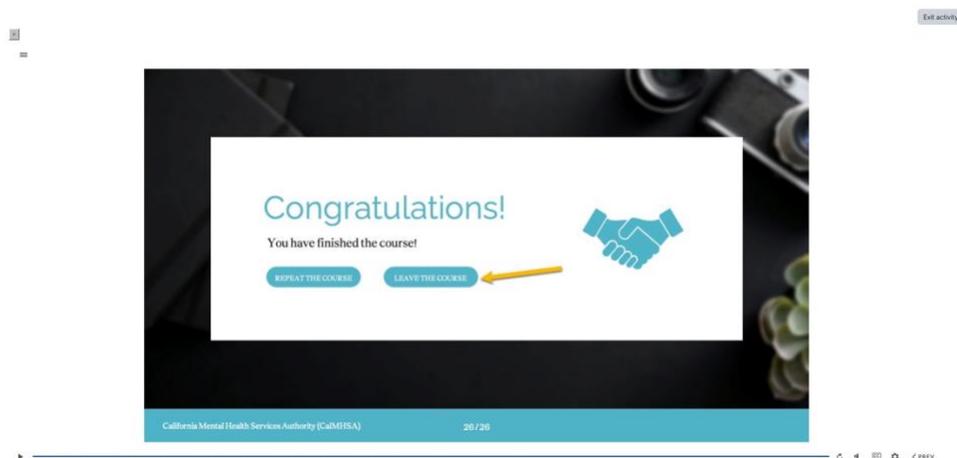
10. Select “Click here to start video” to be directed to the course.



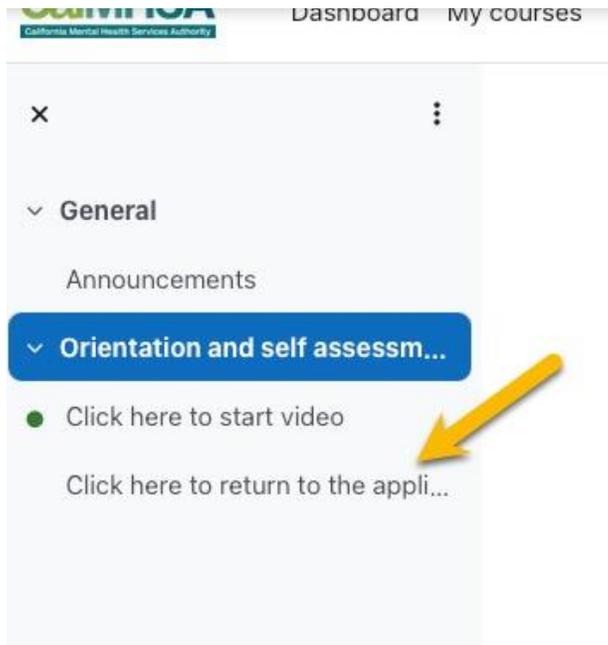
11. Select the play icon (▶) on the course and locate the navigation buttons. Continue selecting “Next” until video completion.



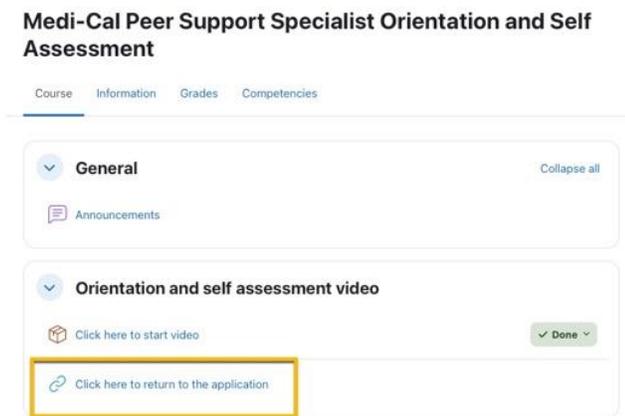
12. Select “Leave the Course” once the course is complete.



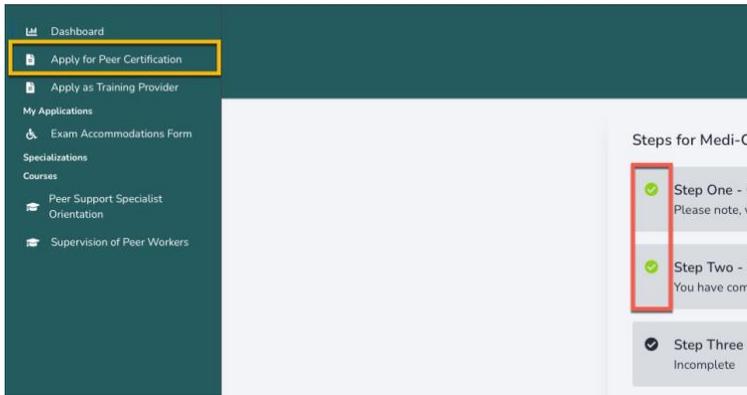
13. Select “**Click here to return to the application**” to exit LMS and return to the Application Dashboard (you may have to scroll down to find this).



14. Select the **web link** to go back to the Peer Certification Dashboard.



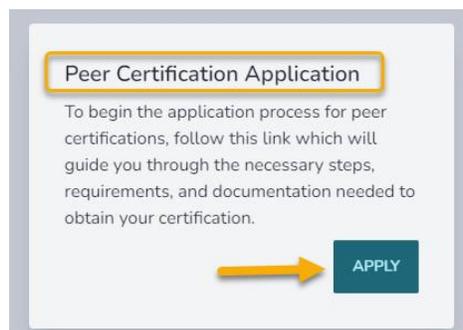
15. The Application Dashboard will show a green checkmark next to Step Two and Step Three will now display “**Complete an Application**”. (you may need to select Dashboard on the left side of the window to view).



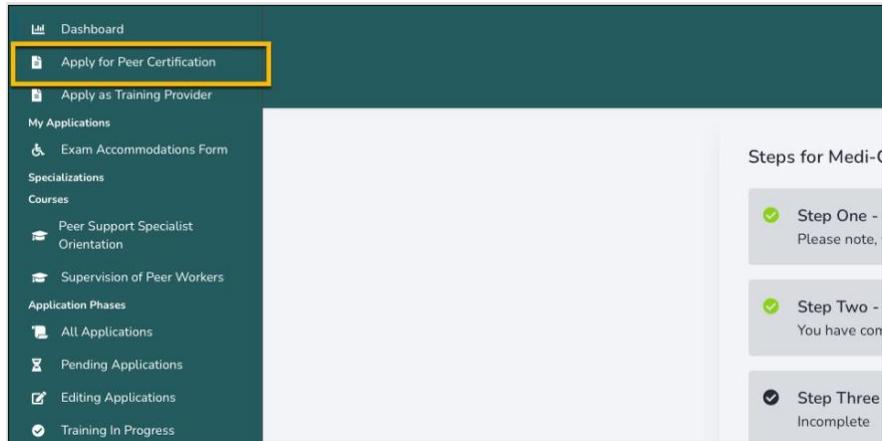
Important note: If there is not a green checkmark next to Step Two, the button *Start A New Application* will not display, and you will not be able to continue. You may have to repeat steps and re-watch the Orientation Video to continue to the next step.

Fill Out the Application

16. Return to www.capeercertification.org. Scroll up and select the **“Register/Login”** button to log into the Peer Certification Application.
17. You may have to select **“Apply”** to enter the Peer Certification Application.

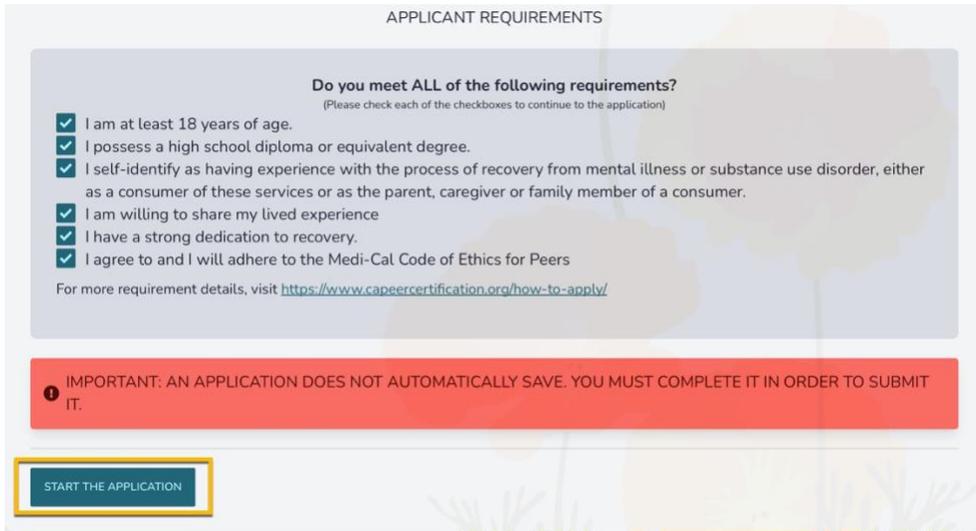


18. Select **“Apply for Peer Certification”** on the left-side of the page.



19. On the initial application follow these steps:

- a. Read all the information presented
- b. Check the boxes that apply to your application
- c. Select



20. Fill out each field with the required information. Note that each field marked with a red triangle (▲) is a required field.

PEER CERTIFICATION APPLICATION

A I am applying for:

- Initial Certification
- Out of State Reciprocity
- Portability of Professional Licenses of Servicemembers and their Spouses

I am currently employed in a peer role: **B**

Please Select an Option

My primary lived experience is with the following (select all that apply): **C**

- Personal recovery experience with mental health conditions.
- Personal recovery experience with substance use disorders.
- Experience as a parent, caregiver, family member of a child or adult with mental health conditions.
- Experience as a parent, caregiver, family member of a child or adult with substance use disorders.

PERSONAL DETAILS

Please ensure that the provided information is both truthful and accurate. Your complete legal name, consistent with your government-issued identification, is mandatory for this application. **D**

Salutation: Mr./Ms. | Legal First Name: Required **D** | Legal Middle Name: | Legal Last Name: Required **D** | Suffix: Jr.

Address: **E** | International Address?: | Address 2: | City: Required | State: Required | Zip: Required

Email: | Phone: (555) 555-5555 | Date of Birth: **D**

DEMOGRAPHIC DETAILS

County of Residence: **E**

Race: Select all that apply | Gender: Please Select an Option | Primary Language: Select all that apply | Employment Type: Please Select an Option

I have a Driver's License or Government ID | Passport Number: **F** | Expiration Date: **D**

Government issued ID should be valid and current

Please upload a picture of your Government Issued Driver's License / ID / Passport **G**

Choose File | no file selected

If you have ever been known by another name, please list the full name(s) **H**

Please upload a file of your High School Diploma / equivalent degree / advanced degree **I**

Choose File | no file selected

NOTE: Knowingly making a false statement of fact that is required to be revealed in this application may be grounds for denial of this application.

Yes, I agree to Code of Ethics for Peers **J**

Download the PDF

I plan to request an accommodation for the exam. **K**

SUBMIT APPLICATION **L**

- a. Select Initial Certification
- b. Select your employment status, if yes, enter employment information
- c. Check off your lived experience
- d. Enter your person details such as name, address, email address, phone number, and date of birth (DOB)

- e. Enter your demographic details such as County, Race, Gender, Language
- f. If you have a driver’s license, check the box and enter the details. If you have a passport, just enter the passport information
- g. Select **“Choose File”** and upload the government issued photo ID entered in the above step
- h. Enter **“Other Names”**, especially if it appears on your High School Diploma.
- i. Select **“Choose File”** and upload your diploma or equivalent
- j. Check the box, read and agree to the Code of Ethics
- k. Check this box only if you plan to submit reasonable accommodations to take the certification exam.

Note: A box will appear to sign and date your application. Type your name and sign)

The screenshot shows a digital signature interface. At the top, it says "Please sign below:" and has two buttons: "DRAW SIGNATURE" and "TYPE SIGNATURE". Below these is a text input field for "Type your full name:" with the word "Signature" entered. Underneath is a "Select font:" dropdown menu currently set to "'Cedarville Cursive', cursive". A preview box shows the word "Signature" in the selected cursive font. Below the preview are "SAVE SIGNATURE" and "CLEAR" buttons. A section labeled "Your Saved Signature:" shows the same word "Signature" in the cursive font. At the bottom, there is a "Signature Date:" field with a calendar icon and the date "08/04/2025" entered. A "SUBMIT APPLICATION" button is located at the very bottom of the interface.

- l. Select **“Submit Application”**
- m. Once your application is complete, continue to Pay Application Fee.

Pay the Application Fee

Once your application is submitted, you must pay the application fee.

Credit Card Payment

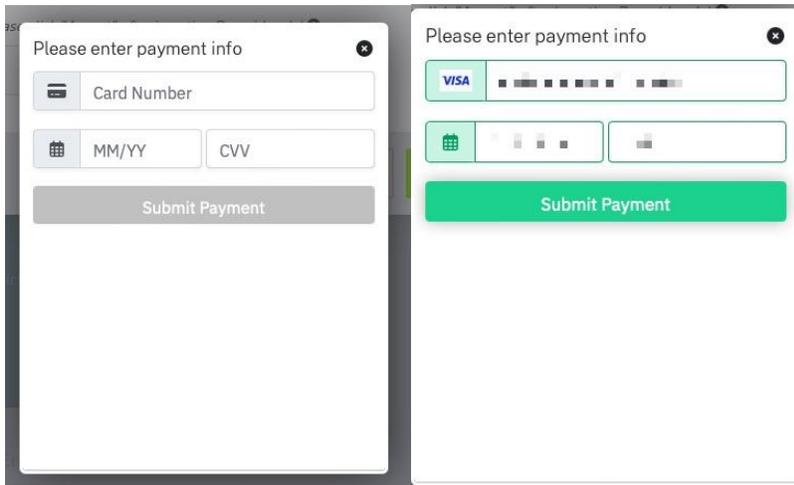
21. Select **“Pay Application Fee”** on your application.

The screenshot shows the application status interface. At the top, the status is 'Pending' in a blue box, with a document icon and a button labeled 'Initial Certification'. Below this is a dark blue box titled 'Payment' with the text: 'Please pay for the application fee by clicking the button below:'. A green 'PAY' button is centered in this box, with a yellow arrow pointing to it from the right. Below the payment box are tabs for 'Peer Application', 'Training Entity', 'Notes', and 'Logs'. At the bottom, there is a section titled 'APPLICATION INFO' with a 'Training provider' label and a green 'TRAINING CERTIFICATE' button.

22. Enter your billing information and select **“Pay \$100”**

The image shows two side-by-side screenshots of the 'Pay for Application for Medi-Cal Peer Support Certification' form. The left screenshot shows the form with empty input fields for First Name, Last Name, Billing Address, City, State, and Zip. The right screenshot shows the form with the following information entered: First Name: Jane, Last Name: Doe, Billing Address: 1610 Arden Wy, City: Sacramento, State: CA, Zip: 95815. Both screenshots have a 'CANCEL' button and a 'PAY \$100.00' button at the bottom. The 'PAY \$100.00' button is highlighted in green in the right screenshot.

23. Enter your credit card information and **“Submit Payment”**

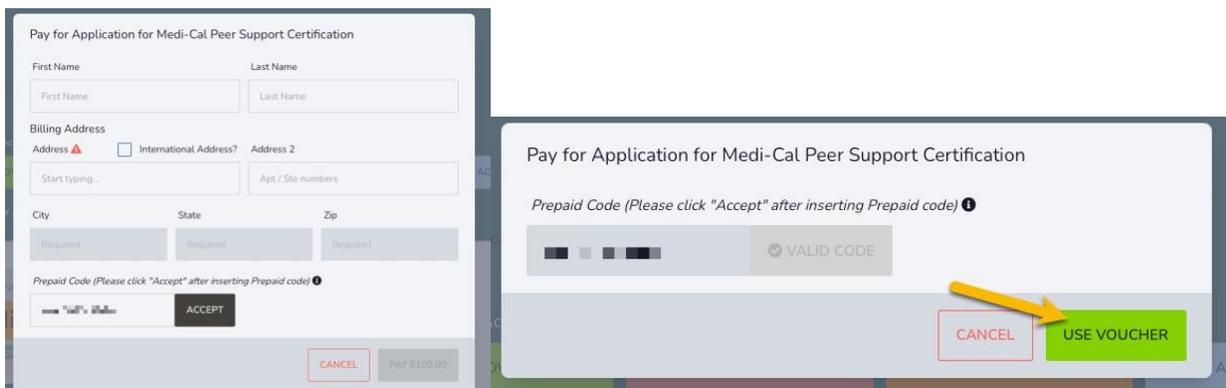


Prepaid Code Payment

24. To enter a prepaid code, select **“Pay Application Fee”** on the landing page or from the Dashboard on Step Three.

25. Click inside the *Prepaid Code (Optional)* box

- a. Enter your code in the *Prepaid Code (Optional)* field
- b. Select **“CHECK”** box to validate the code
- c. Select **“USE VOUCHER”**



26. You will be emailed a receipt indicating that the payment is completed.

Upload Training Certificate of Completion

27. Now that the application fee is paid, you can upload your training certificate of completion for the 80-hour Medi-Cal Peer Support Specialist Training to your application.

28. Navigate to your application on the left-side menu, or if uploading after payment, reload the page if it doesn't auto-refresh.

a. Your application status will reflect "TRAINING IN PROGRESS"

29. Select the green "Training Certificate" button and proceed with uploading your training certificate.

a. Note: We have a [step-by-step guide](#) on how to upload your training certification located in the [Resource Library](#).

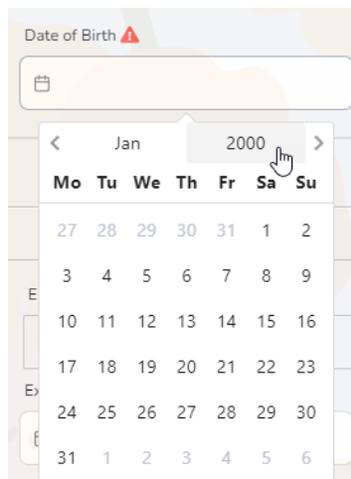
30. CaIMHSA will be notified of your application submission and will contact you with next steps via email once we have processed your application.

Application Tips & Troubleshooting

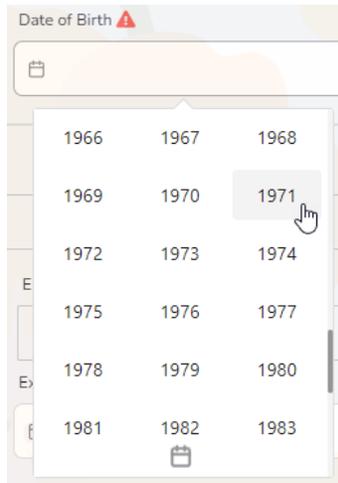
Q: I am unable to enter my DOB or ID/passport Expiration Date

A: To correctly enter the DOB or Expiration Date:

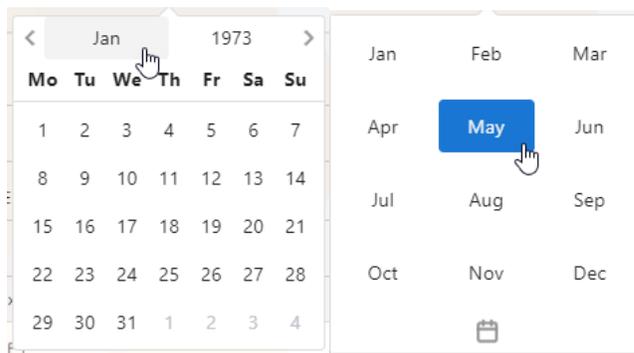
1. Click in the date field and then click on the year



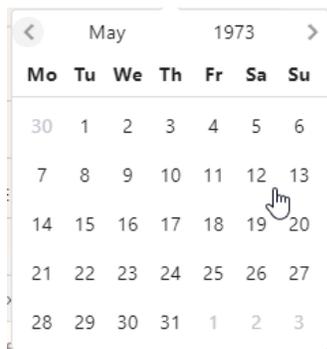
2. Scroll up or down and select the year



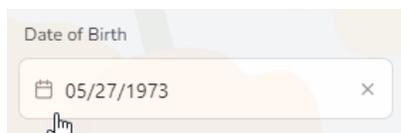
3. Then click on the month and select the month



4. Finally, select the day



5. Verify the correct date displays



Q: I am unable upload a file

A: To upload a file:

1. Ensure you know where your file is located (My Documents, Downloads, Files, Finder, etc.)
2. Select “Choose File”

Please upload a picture of your Government Issued Driver's License / ID / Passport ⚠

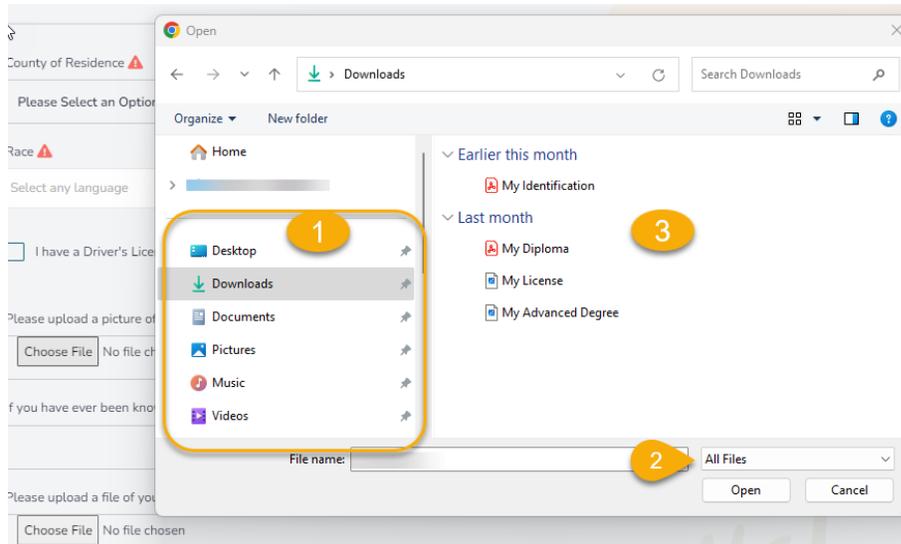
Choose File No file chosen

If you have ever been known by another name, please list the full name(s)

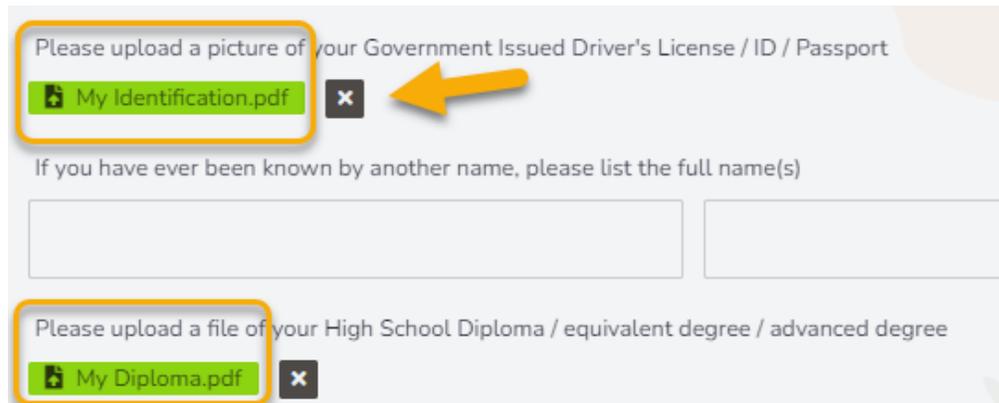
Please upload a file of your High School Diploma / equivalent degree / advanced degree ⚠

Choose File No file chosen

3. A folder box will pop up in front of the application
 - a. Select the folder where your file is located
 - b. Choose All Files to display
 - c. Double click your file to attach



4. Verify the correct file was uploaded. If not, select the X and retry.
 - a. Note: your file must be in PDF or JPEG format. Other file types will not be accepted.



Hint: you can name the file in your downloads for easy finding by left clicking the file and selecting "Rename"